

Steps to Creating a CRRC Lease:

1. Develop your Leasing Request Package for submission to Contracting
 - You (the program office) should immediately create the lease team/acquisition team:
 - Program Office Rep
 - Facilities Management
 - Fiscal
 - IT
 - Develop, along with Facilities Management, the Detailed Space Specifications:
 - This will consist of your space requirement package: sq ft of rooms, types of rooms, data requirement, parking spaces, access to public transportation, etc.
 - Requirements package should include a clear delineation of geographic boundaries within which to search for leased property.
 - Geographic boundaries should indicate N/S/E/W borders, not square mileage (i.e. you cannot ask for a space to be within # square miles of host VAMC; you would need to indicate physical street boundaries to the North, South, East and West).
 - A cost analysis should be completed, as this will assist in determining which leasing method should be used.
 - A Simplified Leasing Approach (Simplified Lease Acquisition Procedures or SLAP) may be used if the annual net rent is less than \$150,000.00, the total useable space is less than 10,000 sq ft, and the lease cannot be considered a capital lease.



IGE for Yearly
Lease.pdf



IGE for Buildout.pdf

2. Create a Memo of Request for Lease of Space for Medical Center Director's Signature.



Sample Lease
Request Memo.docx



Signed lease auth
memo.pdf

3. Create a 2237- this may need a new "ACC Code- Accounting Classification Code" assigned to designate the specific "pot of money" the Lease funds will come from.

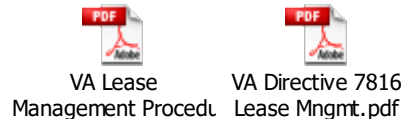


LEASE ACCode
REQUEST FORM_Piq

4. Program Office should send 2237, Signed Memo from Director, and any supporting documentation (i.e. VACO Aug 3rd CRRC Memo) to Contracting.
 - You should complete your own market research – i.e. an assessment of the leasing market and what is/is not available in your designated geographical boundaries.
 - Any research you have completed should be presented to contracting with your 2237 and Memo.
 - Contracting will create a lease timeline, outlining the tasks involved and assigning the responsible lease team member.

5. Contracting will develop the Solicitation for Offers (SFO).
6. Contracting will complete their own market research and narrow down the list of potential sites that can truly meet the minimum requirements.
 - Once the Contracting Officer has identified potential competitors, the lessors will be sent the SFO and given a deadline for response.
 - Advertisement for space within the delineated area will be done via local newspaper, FedBizOps, contacting realtors, brokers, owners, etc.
7. Depending on the offers that are provided, the program office may need to complete some site visits to evaluate the spaces offered.
 - The lease acquisition team will evaluate all proposals and rank them based on established criteria (established before the SFO is released).
8. Once an offer is chosen, the Contracting Officer will draw up the lease and all supporting documents to send to Legal Counsel for review.
9. If the Lease passes legal evaluation, then the Contracting Officer will have the Lessor sign the lease award document, and then the VA will sign.
10. You have a lease for a CRRC!

References:



Created By:

VISN 11 Contract Service Center Leasing Team

- Lee Grant, Contracting Officer

VISN 11 Mental Health Service Line

- Jennifer Deakin, MHSL Program Support